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Winter 2003

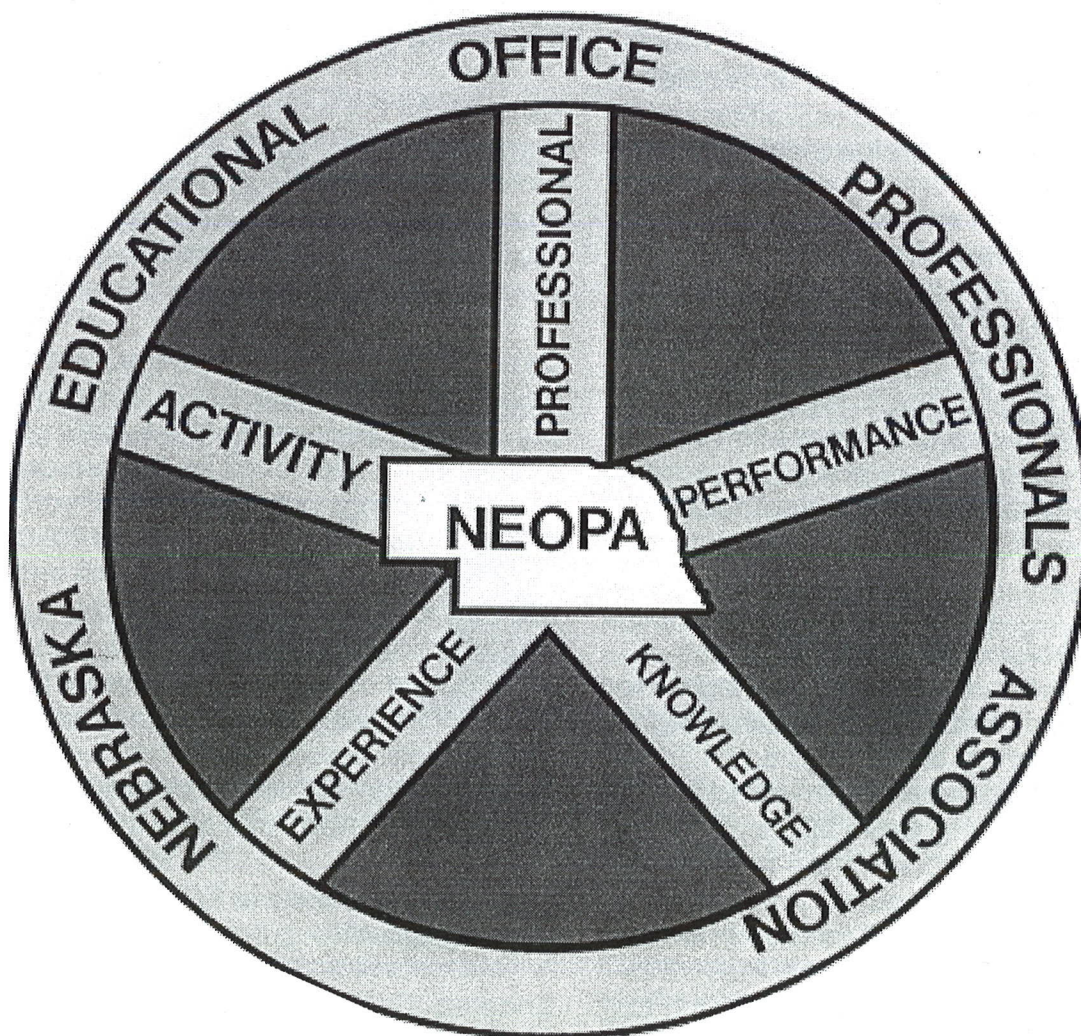
## NEON, Vol. 40 No. 2, Winter 2002-2003

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# ***A Message from your President Lisa Morehouse, CEOE***



Over 60 ladies attended our annual Fall Conference in Kearney on October 17 & 18. The conference was packed with informative speakers, great food and a chance to visit with our NEOPA friends! A huge thank you to Judy Rastede, our chair for this event and to the

NEOPA Board of Officers and Directors from this year and last year for all of the hard work that went into putting this event together. As many of you already know, it takes a lot of people working together as a team to pull off a successful conference! I think we did just that! Thank you to everyone!

In January of 2003, your NEOPA Executive Board will be meeting at Mahoney Park for the second annual board retreat. The success achieved from the day and a half retreat last year inspired us to continue to head down the same track. If you have any information or questions and concerns you'd like the board to discuss, please share that with one of your board members prior to the January 16 meeting.

Jenn Keller, Director of the Nominations committee, and her crew will be gearing up to create the slate of officers for the upcoming year. I want to strongly encourage each member to think about getting involved in NEOPA in the upcoming year. Officer, Committee Director or Committee Member are all options for you. Check out Jenn's article in this issue. If you receive a call from Jenn or her committee, please consider saying "yes" and becoming involved. Better yet, give Jenn a call or e-mail her and let her know you're interested. This association needs new blood each year to keep it alive and strong.

February 14-15, 2003 is a date you need to add to your calendar. The Central Area Professional Development Day will be held in Blue Springs MO. Members from Illinois, Indiana, Missouri, Kansas and Nebraska will convene to search for many ways to grow professionally and strengthen the ties of friendship that have developed between members in our Central Area states! Check out this issue for more information and watch your mailbox for details and reservation information. Last year we had a huge showing from Nebraska. It would be great to repeat that this year.

Please note this edition has a copy of the nomination form for NEOPA Educational Professional of the Year award on page 14. Just a reminder that the new deadline for nominations to be submitted to Carol Packard, Awards Director, is May 1

Over the course of this last year, I was taught how important it is to believe not only in yourself but in others. Believe that your life is playing out exactly as it is supposed to. Believe and you will find many things are possible that you may have thought weren't!

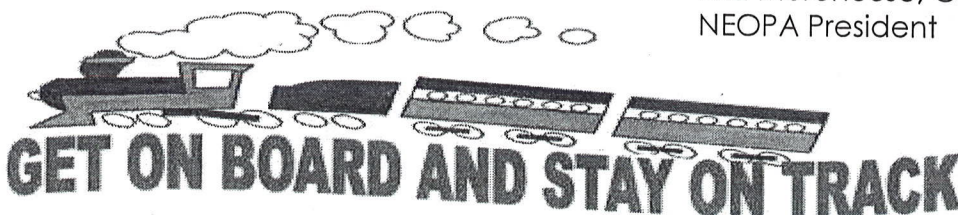
As you make your way through this holiday season, I hope you will take time to believe! Believe in all aspects of this Season. Take time to reflect on how lucky we are to live in a nation such as ours. How lucky we are to have the freedoms that we do! Take time to remember family and friends! Take time to Believe!

***From this Morehouse to YOUR house a very Merry Christmas to all!***

Sincerely,

*Lisa Morehouse, CEOE*

Lisa Morehouse, CEOE  
NEOPA President



**Lisa Morehouse, CEOE  
Lincoln, NE**



# Meet Your NEOPA Board

**Julie Kleager, CEOE (LPSAOP)  
Ways & Means Director**



Married with two adult children. Youngest (32) daughter and son-in-law live in Charlotte, North Carolina. As of June 7, 2002, I am now a proud Nanna of Charles Beckett Blumanhourst. I will be making a path between here and Charlotte every time there is an airline esaver. My husband Larry and I have been married for 36 years and have lived in Lincoln for most of them.

I have been employed at the Custodial, Maintenance and Facilities division of Lincoln Public Schools for 16 years with my specialty being work requests for each facility. I earned my Advanced III, Option I and CEOE this past year. I also attended and enjoyed my first National Association of Educational Office Professionals' conference this past July. My hobbies include: painting glassware, home decorating, sewing, and last but definitely not least, my true passion is golf. I have played the game since the age of 10 (too many years to begin to count!) and now play in many Nebraska Women's Amateur tournaments.

My association with NEOPA this year is being the Director of Ways and Means. If any of you have any suggestions for a "fun"draiser.....please contact me. The committee is always looking for new ideas!!

**Sandy Hansen (OEOPA)  
Finance Committee Director**



I have worked with the Omaha Public Schools for approximately 23 years. I have worked as a paraprofessional for ten years with the school district and as a secretary for the past thirteen years. Currently, I am the secretary to Ms. Janelle Mullen, the Assistant Superintendent of Curriculum and Learning, and also serve as the Office Manager for all office personnel in this department.

I have been married for 34 years and have one daughter. My interests include reading, traveling, and singing in the church choir. I am also a collector of bunnies (not live ones).

I have enjoyed my last few years' involvement in NEOPA very much. I have served as Secretary, Vice President, and this year I am serving as the Financial Director. I have made many wonderful friends. We work hard but have lots of fun during the work. I would recommend to everyone to jump aboard and join the fine people in NEOPA.

**Lola Young, CEOE (UNOPA)  
NAEOP Liaison**



Currently I am a Residence Life Services Supervisor at the University of Nebraska-Lincoln. I have been working in the Division of University Housing at UNL for the past 22 years (four different positions). I have been a member of NAEOP since 1990, and have served as a member of the Professional Growth Committee, Awards Committee (two years), Advisory Council Committee (four years), and Higher Education Council Committee (four years). So far I have attended twelve National Conferences.

For UNOPA, I have been a member for 15 years and am currently serving as UNOPA's representative on the UNL Fringe Benefits committee and the U-Wide Fringe Benefits committee. In the past I have served as Immediate Past President, President, President-Elect, Corresponding Secretary, director of the following committees – Foundation Fund Committee, Program, Professional Growth (two years), and Awards, and as a member of the following committees (many more than one term) – Program, Ways & Means, Publicity, Foundation, Hospitality, Membership, Employee Concerns, and NEOPA Meeting Planning.

For our state association, NEOPA, I have been a member for thirteen years. Currently I am serving as NAEOP Liaison. In the past I have served as Immediate Past President, two terms as President, and have served as director of the following committees – Publicity, NEON (Newsletter editor), NAEOP Liaison and Professional of the Year, and as a member of the following committees – NEON (newsletter), Professional Growth, and Nominating.

I have been the recipient of NAEOP's Rachel Maynard Award for Excellence in Communications Third Place for State Newsletter, NEOPA's Educational Professional Of The Year, UNOPA's Silver Pen Award, and UNOPA's Rose Frolik Award.

My husband and I live on an acreage east of Lincoln with our two sons, Ramsey, age 17 and Wesley, age 7. Of course I also call my staff at work my kids. There are 35-40 of them at any given time. Although I stay pretty busy, when I do find spare time I enjoy tatting, cross-stitch, crochet, reading, and my flower gardens and, of course, doing anything I can with my family.

*You can tell whether a man is clever by his answers.  
You can tell whether a man is wise by his questions."*

*Naguib Mahfouz*



# NEOPA Board continued

## Jeanne Ann Kardell (WEOPA) Scholarship Director

I have worked at Wayne State College for almost 23 years and have been a WEOPA member for almost as long. This year I will be President of our local association. For the last seven years, I have been working in the Residence Life Office. I received my Bachelor's degree from WSC in 1991 with a Home Economics major and a Business minor. My husband, Dan and I have two daughters and a son: Dena - 17, Shaun - 13 and Jenessa - 5. My hobbies include gardening, interior design (in my own house), and keeping track of everyone's schedules!



## Dee Oltman, CEOE (LPSAOP) By-Laws Director

Years ago I was an employee in the life insurance industry. I became involved with the women's insurance associations - locally, regionally, nationally (attending two national conventions). This is my 12<sup>th</sup> year as an office professional with Lincoln Public Schools. Again in my life, I am an active member of the local, state, area and national educational associations. These associations have given me the opportunity to develop effective work connections, advance my skills and knowledge and, of course, finding many special friendships.



## Jeanne Andelt, CEOE (UNOPA) PSP Director

I have been a member of NEOPA since 1988 and served as editor of *The NEON* 1992-94, as a member of *The NEON* Committee 1998-99, and as NAEOP Liaison 2000-2001. I am also a member of my local association (UNOPA) and the National Association of Educational Office Professionals.



My current position is the Administrative Fiscal Coordinator for the Nebraska Forest Service at the University of Nebraska. I have been employed at UNL for 27 years. My husband Frank and I live on an acreage southwest of Lincoln with our 13-year-old son, Tyler. Past-times include rubber-stamping, bowling, flower gardening, reading and walking.

## Jenn Keller (WEOPA) Nominating Committee

After earning a degree in psychology and sociology from Wayne State College, I started working full-time in the Financial Aid Office. I am currently doing the loan processing.



I have been an officer in WEOPA (Wayne Educational Office Professionals Association) for the past three years.

I live north of Wisner with my husband and 19-month-old daughter. We also have a cat and a dog. They all keep me pretty busy.

When I have free time, I enjoy cross-stitching, reading, roller-blading, and swimming. I also serve on the program unit for my Girl Scout council and am currently practicing for the Wayne Community Theater's upcoming melodrama.

## Carol Packard, CEOE (LPSAOP) Awards Director

I am a native of Nebraska and have lived in Lincoln for 33 years. I am married to Steve and have two grown children and three grandchildren. My son, daughter in law and three grandchildren live in Lincoln. My daughter and son-in law live in Seattle.



I have been employed by Lincoln Public Schools for 17 years, nine years at Prescott, three years at Maxey and this is my fifth year at Bryan Community. I enjoy being outside and active. My hobbies include swimming, biking, gardening, reading, and walking my greyhound. I also enjoy checking out the playgrounds with my grandchildren.

I have been on the LPSAOP board as an officer or committee chair for eight years. This year I am serving as High School Representative on negotiations and the PSP chair. I am also serving at the state level as Awards Director for a second year. I have enjoyed meeting so many wonderful and talented office professionals during my time involved in these organizations.



# GET ON BOARD AND STAY ON TRACK

## 2002-2003 OFFICERS AND DIRECTORS NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION

### PRESIDENT

**Lisa Morehouse, CEOE (LPSAOP)**  
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### SECRETARY and WEB MASTER

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### PAST PRESIDENT and FIELD SERVICE

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### AD HOC COMMITTEE DIRECTORS & ADVISOR

Archives - Peg Aldridge, CEOE (LPSAOP)  
Marketing - Kathy Bennetch, CEOE (UNOPA)  
Presidential Advisor - Sandy Lineberry (UNOPA)

## Mission Statement

The purpose of the Nebraska Educational Office Professionals Association shall be to promote the advancement of education by improving the quality of service by educational office personnel to institutions of learning and the profession. The objectives of the Association shall be to provide professional growth opportunities, to recognize office personnel as members of the educational team, and to elevate the standards of office personnel in education.



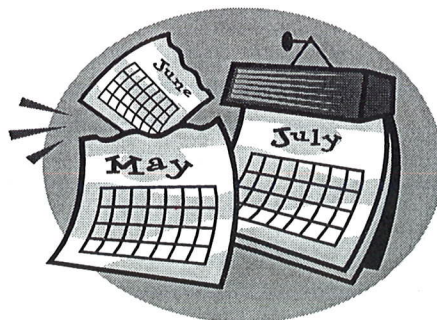
# GET ON BOARD AND STAY ON TRACK

## 2002-2003 NEOPA Calendar of Events

June 8, 2002	2001-02/2002-03 Transition Board Meeting LPS District Office
July 20-26, 2002	National Conference, Greenville, South Carolina
August 10, 2002	Executive Board Meeting—LPS District Office Board Members NEOPA Memberships Due
August 21, 2002	Deadline for NEON Articles—Fall Edition
September 15, 2002	Deadline for PSP Application
September 30, 2002	Deadline for NAEOP Affiliation Papers
October 17, 2002	Executive Board Meeting
October 17-18, 2002	Fall Conference, Kearney Ramada Hosted by 2001-02 & 2002-03 Executive Boards
November 16, 2002	Executive Board Meeting—LPS District Office
December 2, 2002	Deadline for NEON Articles—Winter Edition
January 15, 2003	Deadline for PSP Application
January 16 & 17, 2003	2 <sup>nd</sup> Annual Executive Board Retreat
February 1, 2003	Deadline for NEON Articles—Spring Edition
February 14 & 15	Central Area Conference, Blue Springs, MO
March 1, 2003	Deadline for National Competitions
March 8, 2003	Executive Board Meeting—LPS District Office
April 10, 2003	Executive Board Meeting
April 11, 2003	NEOPA Spring Conference, Lincoln Hosted by UNOPA
May 1, 2003	Deadline for Year End Committee Reports
May 15, 2003	Deadline for PSP Application

*"I've learned that warmth, kindness, and friendship are the most yearned commodities in the world. The person who can provide them will never be lonely.*

*Author Unknown*





# News From The National Office

## NAEOP's Central Area Director Theresa Cote

I am extremely honored to serve as your NAEOP Central Area Director for 2002-2003. As your Central Area Director, I serve as the liaison between NAEOP and the local and state associations within the Central Area in promoting the benefits of NAEOP membership and affiliation. I officially took office in August and these past couple months have flown by quickly! I also serve as Chairman of the NAEOP Nominations and Elections Committee and our committee has been working hard to secure a slate of officers for this year's election. Ballots have been sent out and I encourage all NAEOP members to return their ballot by the December 1 deadline.

One of my goals as the NAEOP Central Area Director, is to continue to communicate and involve members in all aspects of our national association. One means of communicating with members from the Central Area has been the establishment of an email listserve and sending out regular emails regarding NAEOP, state, and local activities/programs. If you are not already a part of the listserve and you would like to be included, please submit your name and email address to me at [tcote@ksde.org](mailto:tcote@ksde.org).

"The Buck Stops Here...right at the secretary's desk" is the theme chosen for the 2003 Central Area Professional Development Day, which will be held February 14-15 at the Courtyard by Marriott in Blue Springs, Missouri. This is an opportunity for members from the six states to get together, outside the national conference/meeting, to network and share ideas. I look forward to seeing you in February in Missouri!

If I can be of assistance to you or your local association, please feel free to contact me. Have a great year!

Theresa Cote  
Central Area Director

### Editor's Notes

It has been a busy year so far this year at Lakeview and I know by talking to members this year is just flying by. I am really enjoying being your NEON editor but I do need your assistance to make it a quality newsletter. Please send me any information about things going on with your association and include photos, it's always fun to not just read about what everybody is doing but also see what other groups are doing.

The next edition will be the one we submit for the Rachel Maynard Award, so we want it to be great. Please help me make the NEON a winner by submitting articles, ideas and photos.

As we are all busy this holiday season I wanted to share this email. With you, some of you may have seen it before but I think sometimes we just need a little reminder to slow down and think about what is important. **Have a Happy Holiday.**

Deb Ryan, CEOE  
NEON Editor



### SLOW DANCE

*Have you ever watched kids On a merry-go-round? Or listened to the rain Slapping on the ground? Ever followed a butterfly's erratic flight? Or gazed at the sun into the fading night? You better slow down. Don't dance so fast. Time is short. The music won't last. Do you run through each day On the fly? When you ask How are you? Do you hear the reply? When the day is done Do you lie in your bed With the next hundred chores Running through your head? You'd better slow down Don't dance so fast. Time is short. The music won't last. Ever told your child, We'll do it tomorrow? And in your haste, Not see his sorrow? Ever lost touch, Let a good friendship die Cause you never had time To call and say, "hi" You'd better slow down. Don't dance so fast. Time is short. The music won't last. When you run so fast to get somewhere You miss half the fun of getting there. When you worry and hurry through your day, It is like an unopened gift.... Thrown away. Life is not a race. Do take it slower Hear the music Before the song is over.*

Author Unknown

### GREAT TO BE APPRECIATED!

Several cannibals were recently hired by a big corporation. "You are all part of our team now," said the HR rep during the welcoming briefing. "You get all the usual benefits and you can go to the cafeteria for something to eat, but please don't eat any of the other employees." The cannibals promised.

Four weeks later their boss remarked, "You're all working very hard, and I'm satisfied with you. However, one of our secretaries has disappeared. Do any of you know what happened to her?" The cannibals all shook their heads no.

After the boss had left, the leader of the cannibals said to the others, "Which one of you idiots ate the secretary?" A hand raised hesitantly, to which the leader of the cannibals continued, "You fool! For four weeks we've been eating Managers and no one noticed anything, but noooooo, you had to go and eat the secretary!"

Author Unknown



# FIVE GREAT LESSONS

## • Most Important Lesson

During my second month of college, our professor gave us a pop quiz. I was a conscientious student and had breezed through the questions, until I read the last one: "What is the first name of the woman who cleans the school?" Surely this was some kind of joke. I had seen the cleaning woman several times. She was tall, dark-haired and in her 50s, but how would I know her name? I handed in my paper, leaving the last question blank. Just before class ended, one student asked if the last question would count toward our quiz grade. "Absolutely," said the professor. "In your careers, you will meet many people. All are significant. They deserve your attention and care, even if all you do is smile and say 'hello.' I've never forgotten that lesson. I also learned her name was Dorothy.

## • Second Important Lesson - Pickup in the Rain

One night, at 11:30 PM, an older African American woman was standing on the side of an Alabama highway trying to endure a lashing rainstorm. Her car had broken down and she desperately needed a ride. Soaking wet, she decided to flag down the next car. A young white man stopped to help her, generally unheard of in those conflict-filled 1960s. The man took her to safety, helped her get assistance and put her into a taxicab. She seemed to be in a big hurry, but wrote down his address and thanked him. Seven days went by and a knock came on the man's door. To his surprise, a giant console color TV was delivered to his home. A special note was attached. It read: "Thank you so much for assisting me on the highway the other night. The rain drenched not only my clothes, but also my spirits. Then you came along. Because of you, I was able to make it to my dying husband's bedside just before he passed away. God bless you for helping me and unselfishly serving others."

Sincerely,  
Mrs. Nat King Cole.

## • Third Important Lesson - Always remember those who serve.

In the days when an ice cream sundae cost much less, a 10 year old boy entered a hotel coffee shop and sat at a table. A waitress put a glass of water in front of him. "How much is an ice cream sundae?" he asked. "Fifty cents," replied the waitress. The little boy pulled his hand out of his pocket and studied the coins in it. "Well, how much is a plain dish of ice cream?" he inquired. By now more people were waiting for a table and the waitress was growing impatient. "Thirty-five cents," she brusquely replied. The little boy again counted his coins. "I'll have the plain ice cream," he said. The waitress brought the ice cream, put the bill on the table and walked away. The boy finished the ice cream, paid the cashier and left. When the waitress came back, she began to cry as she wiped down the table. There, placed neatly beside the empty dish, were two nickels and five pennies. You see, he couldn't have the sundae, because he had to have enough left to leave her a tip.

## • Fourth Important Lesson - The Obstacle in Our Path.

In ancient times, a King had a boulder placed on a roadway. Then he hid himself and watched to see if anyone would remove the huge rock. Some of the king's wealthiest merchants and courtiers came by and simply walked around it. Many loudly blamed the king for not keeping the roads clear, but none did anything about getting the stone out of the way. Then a peasant came along carrying a load of vegetables. Upon approaching the boulder, the peasant laid down his burden and tried to move the stone to the side of the road. After much pushing and straining, he finally succeeded. After the peasant picked up his load of vegetables, he noticed a purse lying in the road where the boulder had been. The purse contained many gold coins and a note from the king indicating that the gold was for the person who removed the boulder from the roadway. The peasant learned what many of us never understand. Every obstacle presents an opportunity to improve our condition.

## • Fifth Important Lesson - Giving When it Counts

Many years ago, when I worked as a volunteer at a hospital, I got to know a little girl named Liz who was suffering from a rare and serious disease. Her only chance of recovery appeared to be a blood transfusion from her 5-year old brother, who had miraculously survived the same disease and had developed the antibodies needed to combat the illness. The doctor explained the situation to her little brother, and asked the little boy if he would be willing to give his blood to his sister. I saw him hesitate for only a moment before taking a deep breath and saying, "Yes, I'll do it if it will save her." As the transfusion progressed, he lay in bed next to his sister and smiled, as we all did, seeing the color returning to her cheeks. Then his face grew pale and his smile faded. He looked up at the doctor and asked with a trembling voice, "Will I start to die right away?" Being young, the little boy had misunderstood the doctor; he thought he was going to have to give his sister all of his blood in order to save her.

Author Unknown



## NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

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- ☐ New  
☐ Renewal

- ☐ Active Membership \$40  
☐ Retired Membership \$20  
☐ Associate Membership \$40

- ☐ Institutional Membership \$75  
☐ Corporate Membership \$50  
☐ Magazine Annual Subscription \$20  
☐ Magazine Annual Subscription (Retired) \$10

Membership Application  
Continuous Membership  
(12 full months)  
All fees must be paid in  
U.S. dollars

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Office Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ FAX \_\_\_\_\_

Recruited by (Name) \_\_\_\_\_

E-mail \_\_\_\_\_

Active membership fees include a one-year subscription to the association magazine.

☐ Check Enclosed ☐ VISA ☐ MasterCard  
Card Number \_\_\_\_\_ Expiration \_\_\_\_\_  
Signature \_\_\_\_\_

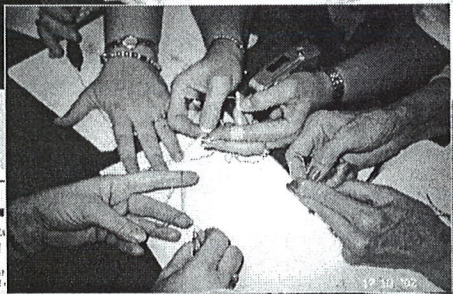
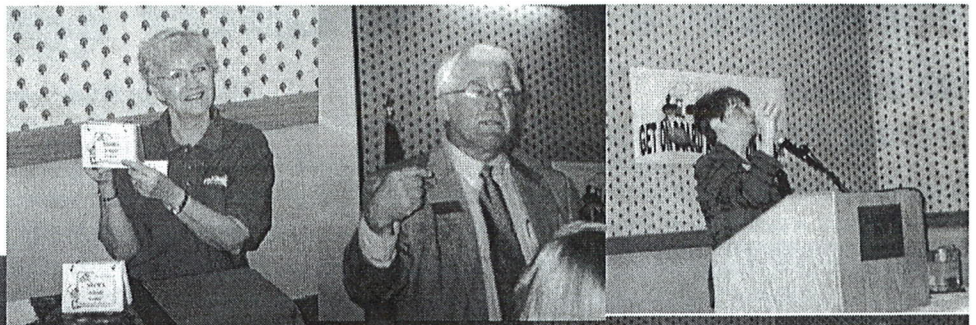
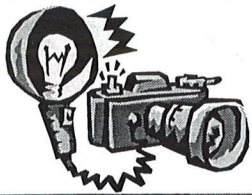
Dues are not deductible as a  
charitable contribution for  
income tax purposes.

Outside of U.S. special postage  
and handling charges apply.  
Please add an additional \$15.

- ☐ Elementary  
☐ Middle School / Jr. High  
☐ Secondary  
☐ Higher Education  
☐ State Department  
☐ Administration  
☐ Vocational  
☐ Retired  
☐ Other (specify): \_\_\_\_\_



# Picture this:





# From Your State Directors

## PSP Report

**Jeanne Andelt, CEOE, Director**

I was invited to attend the Wayne Educational Office Professionals Association meeting November 13, 2002, to present information on the Professional Standards Program. Sandy Lineberry and I made the trip to Wayne and enjoyed meeting with the WEOPA members. Several WEOPA members are in the process of pursuing Professional Standards Program certification and hopefully Sandy and I were able to answer questions and provide support and encouragement for their endeavors. We will look forward to celebrating with them when they receive their PSP certificates!

**CONGRATULATIONS** to our Nebraska members who received PSP/CEOE certification this fall. They are:

Kathryn A. Arehart, LPSAOP  
Advanced III, Option I CEOE  
Marlys Beuning, LPSAOP  
Associate Professional, Option I  
S. Lynn DeShon, UNOPA  
CEOE

## Membership Report

**Dianne Dickey, CEOE**

### Membership Director/President Elect

Our list of members of NEOPA continues to grow! It was great to see so many of you at Fall Conference in Kearney. We currently have 132 members, which includes 17 new members. The breakdown is as follows:

103 Active (15 new)  
9 Active Retired (1 new)  
6 Retired (1 life)  
3 Associate (1 new, 1 life)  
11 Honorary  
132 Total

Remember to share with your coworkers what a great organization this is and encourage them to Get on Board the NEOPA Express. It is not too late to get in the running for the recruiting award that will be given at the Spring Conference. It will go to the member who has recruited the most new members this year. The most so far has been three, so there is no clear-cut winner yet!!!

Please check the membership list in this edition of the **NEON** and let me know if you see any errors. Also, let me know if you have ideas for recruiting and retaining members.

## NEOPA Bylaws Committee

**Dee Oltman, CEOE, Director**

Several items were discussed at the October board meeting at the NEOPA Fall Conference. Many issues were resolved. At this time there are only two concerns being considered for possible Bylaws and Standing Rules changes. The NEOPA board will discuss both at the January retreat. As a member of NEOPA, this committee would like input from any or all of our members on both.

1. Creating guidelines to email bylaw and standing rule ballots to the membership and if or how to vote via email. We are not considering the election-of-officers ballot. Only proposed bylaw and standing rule changes via email is under discussion
2. Creating a Standing Rule to develop a "courtesy" process to reach out to our membership – birthdays?, illnesses?, deaths?, catastrophic loss?

Please share your ideas via email or call any of us on the committee. Your input is very important.

Committee Director – Dee Oltman, CEOE

Committee Members:

Sharon Hitzeman, CEOE  
Jane Rumbaugh  
Leslie Brooks

## NAEOP Report

**Lola Young, CEOE, Liaison**

Are You Searching for Professional Growth Opportunities?

If you have never experienced a National Conference, this is the time to begin giving some serious consideration to doing so. Our next Annual NAEOP Conference will be held July 14 – 18, 2003 in Boise, ID. The "First Timers" I visited with at this year's conference were very impressed and wished they would have started coming to the conferences sooner. Once you start going, you will want to continue going every year.

I would love to have the opportunity to visit with YOU about attending. I have many pictures to share and fun stories from past conferences. The memories we make are irreplaceable and a big part of my life and career. If you have questions, please feel free to contact me and we'll get them answered. Additional information will be provided in future publications of the **NEON**.

**Boise, ID, HERE WE COME!**



# State Directors continued

## Excitement, Intrigue, Espionage.... Jenn Keller, Negotiations Director

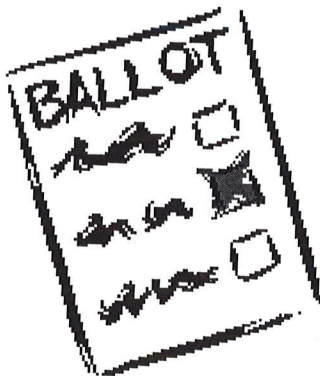
Ok, maybe there isn't any espionage but being on the NEOPA board is definitely exciting and intriguing. If you are looking to add some excitement to your life, consider running for an office or being a committee member in NEOPA.

Current nominating committee members Jenn Keller (chair), Vira Brooks, Jan Sorensen, Sharon Flee and Sandy Lineberry will soon be out looking for people who are willing to run for an office. We will also be looking for people who want to be on a committee, maybe even chair a committee. The only requirements are you must be a NEOPA member and you must be willing to participate. Pretty easy huh? All members meet these requirements! Board meetings are held approximately every couple of months and we always have a good time. There is usually even food! (Always an incentive!)

We will be looking for brave souls to run for president-elect, vice-president, secretary and treasurer. Our

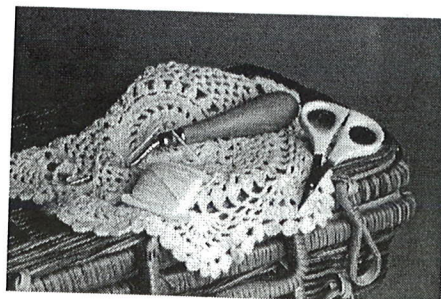
president-elect, Dianne Dickey, will also be looking for committee chairs for 2003-04. You don't need a long history in NEOPA to be an officer or committee member. New people bring new ideas and opportunities for growth.

If you or someone you know is considering taking a leadership position in NEOPA please contact Jenn Keller (jkelle1@wsc.edu or 375-7033), Lisa Morehouse (lmoreho@lps.org or 436-1594), Dianne Dickey (ddickey@lps.org or 436-1582) or any of the committee members listed above. Don't be afraid to be on the board, it's a lot of fun!



## Fall Conference held at Kearney Judy Rastede, Conference Chair

The conference started Thursday afternoon with our NEOPA Executive Board Meeting. This was followed by our social, which consisted of a fabulous potato bar. Then NEOPA members; Diane Wasser and Lola Young taught members how to "tat". (Do you have your Christmas tatting done ladies?)



As part of our new marketing plan, the Fall NEOPA Conference was held in Kearney, Nebraska on October 18, 2002. Our plan was to bring our conference closer to the middle of the state in hopes of attracting both new members and non-members to experience the dynamics of our outstanding organization. We were successful! Of the 66 conference attendees, eight were new members and nine were non-members.

The conference was hosted by the 2001 and 2002 NEOPA Executive Boards, with Judy Rastede as conference chair.

Morning sessions found our attendees experiencing a boost in self-esteem through the humorous "Putting More Air in Your Balloon" workshop presented by Marilyn Fox; learning tips and tricks in working with chocolate as well as the latest and greatest nutritional and health benefits that chocolate offers through the presentation on "Cho-co-late" presented by Carol Schwarz, and learning the seven steps to finishing rich with Rebecca Maddox-Spady in her "Smart Women Finish Rich" workshop.

After an enjoyable noon luncheon and business meeting, attendees then viewed new technology during the "Continuing Education for Office Professionals" presented by staff from University of Nebraska - Kearney. We then rounded out our day learning about "Identity Theft and Sexual Harassment, Assault, and Rape Prevention" with Office John Schmitt.

The day was packed with practical tips, new and creative methods, and fun for all.

Getters generally don't get happiness; givers get it. You simply give to others a bit of yourself— a thoughtful act, a helpful idea, a word of appreciation, a lift over a rough spot, a sense of understanding, a timely suggestion. You take something out of your mind, garnished in kindness out of your heart, and put it into the other fellow's mind and heart."

Charles Burr



*Join us in...*

*Harry Truman's neighborhood!*

*Central Area Professional Development Day  
(CAPDD)*

*February 14 & 15, 2003*

*"The Buck Stops Here...  
right at the secretary's desk!"*

*Learn the Secrets of a Well-Prepared Secretary!*

*Conference Cost: \$55.00*

*Courtyard by Marriott  
Adams Pointe Conference Center  
1400 N.E. Coronado Drive  
(I-70 East or West,  
Exit Adam's Dairy Parkway,  
Exit 21, South outer road)  
Blue Springs, MO 64014  
816-228-8100  
816-228-4606 Fax  
800-321-2211 Reservations  
[www.courtyard.com](http://www.courtyard.com)*

*Room Rate: \$69.00 per night*



**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**  
**MEMBERSHIP FORM**  
**June 1, 2002 – May 31, 2003**

Type of Membership: New \_\_\_\_\_ Renewal \_\_\_\_\_

Active \$15.00 \_\_\_\_\_ Active Retired \$15.00 \_\_\_\_\_ Retired \$5.00 \_\_\_\_\_ Associate \$15.00 \_\_\_\_\_

**EMPLOYMENT DATA**

\_\_\_\_\_  
Educational Institution

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Office Telephone

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Name of Supervisor and Telephone

**PERSONAL DATA**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
E-Mail Address

**LOCAL**

Are you a member of a local educational office association? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the name of your association? \_\_\_\_\_

If there is no local association, would you be interested in helping form one? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you President of your local association (2002-2003)? Yes \_\_\_\_\_ No \_\_\_\_\_

**NATIONAL**

Are you a member of the National Association of Educational Office Professionals? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you hold a Professional Standards Certificate (PSP)? Yes \_\_\_\_\_ No \_\_\_\_\_

Option I or II \_\_\_\_\_ LEVEL \_\_\_\_\_ CEOE - Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like more information about:

Professional Standards Program? Yes \_\_\_\_\_ No \_\_\_\_\_ The National Association? Yes \_\_\_\_\_ No \_\_\_\_\_

**STATE**

Have you ever held an office or served on a committee in NEOPA? Yes \_\_\_\_\_ No \_\_\_\_\_

Please list position/s and year/s: \_\_\_\_\_

Would you be willing to serve in an elective office or on a committee?

2002-2003 year Yes \_\_\_\_\_ No \_\_\_\_\_ 2003-2004 year Yes \_\_\_\_\_ No \_\_\_\_\_

Please list office/s or committee/s of interest: \_\_\_\_\_

**IMPORTANT:** Please make check payable to **NEOPA** and mail with completed form to:

**NEOPA**  
**ATTENTION: Dianne Dickey, CEOE**  
2002-2003 President-Elect  
**PO BOX 83872**  
**LINCOLN NE 68501-3872**

\_\_\_\_\_  
Sponsored/Recruited by

\_\_\_\_\_  
Date

Questions?? Contact Dianne at 402-488-3940 (H) or 402-436-1582 (W) or E-mail: ddickey@lps.org



**2002-2003**  
**NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION**

*NEOPA Educational Professional of the Year Nomination Form*

Full Name of Candidate \_\_\_\_\_

Place of Employment \_\_\_\_\_  
(full name of school, college, agency, district)

Office Address \_\_\_\_\_  
(street address, city, state, zip code)

Candidate's immediate supervisor \_\_\_\_\_  
(full name and title)

Local Association (if applicable) \_\_\_\_\_

Reasons for nomination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may submit additional information if necessary.

Date this form submitted: \_\_\_\_\_

Name of Nominator (Please Print): \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_

Return this form to: Carol Packard, CEOE  
NEOPA Awards Director  
5216 Starling Court  
Lincoln, NE 68516

**DEADLINE FOR RECEIPT OF THIS FORM IS MAY 1, 2003.**

Form 2 (Application Form) will be sent to nominee upon receipt of this form.



## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

The members of the Nebraska Educational Office Professionals Association (NEOPA) annually award a scholarship to a qualifying graduating student who has completed a major course of study in the area of Business Education in a Nebraska high school or may currently be pursuing such a course of study in a post-secondary institution of higher learning.

Guidelines for awarding this scholarship will comply with the requirements for the Marion T. Wood (MTW) Student Scholarship awarded nationally so that the recipient will be Nebraska's entry for the MTW Student Scholarship. In the event that a local association has already submitted this recipient's name, the alternate will be NEOPA's candidate for the MTW Student Scholarship.

### Eligibility

- ❖ Graduation from a Nebraska high school or its equivalent, i.e. GED.
- ❖ Completion of two or more business education courses (four semesters) from among the following: computer classes, keyboarding, typing, shorthand, accounting, office practices and procedures, and/or bookkeeping.

### Application Process

The candidate must complete the application and the biographical information form provided by NEOPA. **The application must be keyboard generated.**

If a **Graduating High School Senior**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three (3) letters of recommendation:
  - One from a principal, counselor or other administrator which describes the student's character, personality, initiative, and home background
  - One from a business education teacher
  - One from a non-family, non-educational office professional member.
- ❖ An official high school transcript indicating class rank at the end of the junior year.

If a **Higher Education Student**, the application must include:

- ❖ A one-page biographical sketch on "Why I Am Choosing an Office-Related Career or Vocation".
- ❖ Three letters of recommendation:
  - One from an advisor or counselor who can describe the student's activities/leadership record and the student's character, personality, and initiative
  - One from a former teacher or former/present employer
  - One from a non-family, non-educational office professional member
- ❖ An official college transcript.

Applications for this award must be postmarked by **January 2, 2003.**

**Submit the original and two (2) photocopies** of the application and support material. Materials will not be returned.

## Nebraska Educational Office Professionals Association Student Scholarship Guidelines

### Scholarship Determination Process

Award of the scholarship is based upon academic achievement, financial need and initiative of the student.

The scholarship amount will be determined according to available funds and will be awarded annually in the spring. It will be awarded in the amount of \$1000.00 for the spring of 2003. The applicant must have applied for admission to a higher education institution. The course of study will prepare him/her to enter an office-related profession, preferably in the field of education. If the recipient is unable to enroll in an institution of higher education by the fall term of the year he/she is selected, the scholarship will be deemed forfeited and the award will be given to the

alternate. All applications will be kept until enrollment of the recipient has been verified.

Judges selected by the NEOPA Scholarship Committee will determine the award winner and the alternate. The recipient's school will be notified prior to the school's awards assembly and the recipient will be invited to the Spring Conference where the NEOPA Scholarship Certificate will be presented.

Two payments of \$500.00 will be made by check, one per semester, to the institution verifying the recipient's enrollment. It is the responsibility of the recipient to submit the required information to the NEOPA President for payment.



**Nebraska Educational Office Professionals Association  
Scholarship Application – Must be keyboard generated**

Full Name \_\_\_\_\_  
First Middle Last

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Street City State Zip

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_ Female \_\_\_ Male \_\_\_

Name and address of high school or college you now attend \_\_\_\_\_  
\_\_\_\_\_

Graduation date from high school/college \_\_\_\_\_

List in order of preference three colleges, universities or business schools where you have formally applied for admission or the institution where you are presently enrolled.

	Accepted	
	YES	NO
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

List any extra-curricular school activities including athletics, music, and any offices held.

\_\_\_\_\_  
\_\_\_\_\_

Academic awards or honors \_\_\_\_\_  
\_\_\_\_\_

List any community activities (non-school) including offices held.

\_\_\_\_\_  
\_\_\_\_\_

Have you worked part-time during your school career? If so, list:

Where Employed

Primary Responsibility

Dates

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Nebraska Educational Office Professionals Association**  
**Biographical Information – Must be keyboard generated**

Applicant's Name \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Father's Address \_\_\_\_\_  
City State Zip

Mother's Address \_\_\_\_\_  
City State Zip

Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

Stepparent/Guardian/Spouse's Name, if applicable \_\_\_\_\_

Number of dependent brothers/sisters and their ages \_\_\_\_\_

Will your parent/s assist you financially in continuing your education? \_\_\_\_\_

How much additional assistance do you feel you will need to continue your education after graduation from high school or to continue in college? \_\_\_\_\_

What is your chosen major? \_\_\_\_\_

What are your career plans? \_\_\_\_\_

Please check the range of your family's income.

☐ Below \$15,000    ☐ \$20,000-\$24,999    ☐ \$30,000-\$34,999    ☐ \$40,000-\$44,999

☐ \$15,000-\$19,999    ☐ \$25,000-\$29,999    ☐ \$35,000-\$39,999    ☐ \$45,000-\$49,999

☐ \$50,000 or above

List any other family/financial circumstances that should be considered. \_\_\_\_\_

I, the applicant, certify that the above information is true and correct.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Return application, support materials and two photocopies of all to:**

**Jeanne Ann Kardell, NEOPA Scholarship Director**  
**Wayne State College Office of Residence Life**  
**1111 Main St.**  
**Wayne NE 68787**

**Postmark Deadline: January 2, 2003**



# **Nebraska Educational Office Professionals Association Past Presidents ---Eva Sheaff Memorial Scholarship**

## **Application**

An application will be considered complete when the following items have been received by NEOPA-PP.

1. Application for scholarship must be on an appropriate form provided by NEOPA-PP. (Failure to use the correct form will result in disqualification.)
2. Application form must be completed. (Failure to complete the form in its entirety will result in disqualification.)
3. Transcript(s) of previous academic performances.
4. Statement about career goals and financial needs.

## **Information**

1. The scholarship shall be awarded by NEOPA-PP to a recipient determined by the scholarship committee. The committee chairperson shall be appointed by the President of the organization.
2. The maximum value of the scholarship monies is \$200.00.
3. No scholarship will be awarded if the scholarship committee concludes that no applicant meets the specified qualifications.

## **Guidelines**

The members of the Nebraska Educational Office Professionals Association-Past Presidents (NEOPA-PP) have established a scholarship to be awarded to any active NEOPA member who is pursuing a Professional Standards Program (PSP) Certificate, has completed the requirements for a high school diploma or GED and/or is pursuing a higher education degree, preferably in the business/office field.

NOTE: Failure to submit all requested information, to follow all guidelines and to send requested copies of support materials will result in disqualification. No exceptions will be made.

**In order for your application to be submitted for NEOPA-PP Member Scholarship,  
The following criteria must be followed.**

## **Candidate Eligibility Criteria**

1. Applicant must be an active NAEOP and NEOPA member and must have been a member for three years immediately preceding the date of scholarship application deadline.  
(NEOPA membership renewal deadline is March 1 to qualify for this scholarship.)
2. Applicant must hold, or have made application for, a Professional Standards Program Certificate.
3. Applicant must be enrolled in a postsecondary institution of higher education (two-or four-year college, university, business college/school, or vocational/technical education).  
Documentation of education course work (transcript, certificates, etc.) must be received.

## **Selection Criteria**

A rating system of 100 points shall be used in determining the scholarship recipient.

1. Maximum of 15 points may be awarded for academic performance (attach transcripts).
2. Maximum of 10 points may be awarded for nearness to completion of degree or work toward a PSP certificate.
3. Maximum of 30 points may be awarded for participation and leadership positions in local and/or state associations of education office personnel and in NAEOP.
4. Maximum of 10 points may be awarded for participation and leadership positions in other professional job-related associations.
5. Maximum of 30 points may be awarded for statement of need.
6. Maximum of 5 points may be awarded for completeness and neatness of application.

## **Selection Criteria**

1. Upon notice that the recipient has enrolled in a specific educational institution and the Acceptance Form has been received, money shall be forwarded to the appropriate office of said educational institution.
2. The approved monies will be valid only for the academic year following the awarding of the scholarship (fall, winter, spring, summer, quarter/semester).
3. NEOPA members may apply for a scholarship as many times as they desire. In order to be eligible for a second or subsequent scholarship award, an applicant must have maintained at least a 2.8 (of a possible 4.0) GPA or shown satisfactory completion of course(s) during the term for which the previous scholarship was made.
4. Upon completion of the courses for which the scholarship was awarded, an official transcript should be sent to the NEOPA-PP Scholarship Chairperson. This transcript will serve as documentation showing fulfillment of the scholarship agreement.



NEBRASKA EDUCATIONAL OFFICE PROFESSIONALS ASSOCIATION  
PAST PRESIDENTS

EVA SHEAFF MEMORIAL SCHOLARSHIP APPLICATION  
(For NEOPA Members - This form must be typed.)

Social Security Number: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Box/Route City State Zip Code

Amount of scholarship for which applying: \$ \_\_\_\_\_ (not to exceed \$200)

Educational institution planning to attend/attending: \_\_\_\_\_

Degree pursuing (if applicable): \_\_\_\_\_

Projected date of completion for degree: \_\_\_\_\_

Date of quarter/semester applicant plans to enroll/be enrolled: \_\_\_\_\_

Name(s) or course(s) for which scholarship requested: \_\_\_\_\_

\*\*\*\*\*

(Please attach a transcript of previous academic performance---can be a student copy. Also attach a copy of tuition/fees and page describing course(s) from school catalog. If pursuing a degree, include a copy of course requirements/degree plan.)

NEOPA Member from \_\_\_\_\_ to present. NAEOP Member from \_\_\_\_\_ to present.

Do you hold a PSP certificate(s)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, which certificate(s): \_\_\_\_\_

Date(s) received: \_\_\_\_\_

If not, which PSP Certificate are you pursuing? \_\_\_\_\_

Projected date to receive certificate? \_\_\_\_\_

ASSOCIATION PARTICIPATION (elected office, committee chair, committee served):

	Year	Year
LOCAL: _____	_____	_____
_____	_____	_____
_____	_____	_____



ASSOCIATION PARTICIPATION continued (elected office, committee chair, committee served):

	Year		Year
STATE:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

	Year		Year
NATIONAL:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

OTHER PROFESSIONAL JOB-RELATED ASSOCIATION PARTICIPATION:

	Year		Year
	_____	_____	_____
	_____	_____	_____

Write a brief statement about your career goals and financial needs:

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Name of Employer: \_\_\_\_\_

School/College/University: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work ( ) \_\_\_\_\_ Home: ( ) \_\_\_\_\_

\*\*\*\*\*

APPLICATION MUST BE **POSTMARKED** NO LATER THAN **MARCH 1, 2003**

Completed application must be submitted to:

Doris Merriman, CEOE  
 Chairperson, NEOPA-PP Scholarship Committee  
 4941 South 129<sup>th</sup> Street  
 Omaha, NE 68137-1806  
 Telephone: (402) 895-4978



# NEWS FROM AROUND THE STATE

## UNOPA News:

### 2002 Floyd S. Oldt Boss of the Year

On Tuesday, November 12, 2002, UNOPA awarded its 21st annual "Floyd S. Oldt Boss of the Year" award. The award recognizes University of Nebraska employees who demonstrate outstanding supervisory skills, interpersonal skills and encourage employee personal and professional development. This year's award recipient was Jim Cotter. Mr. Cotter is the Director of Advising in Teachers College Student Services. He has been with UNL for four years and has made a big impact on colleagues and students alike. Some quotes from the nomination materials are:

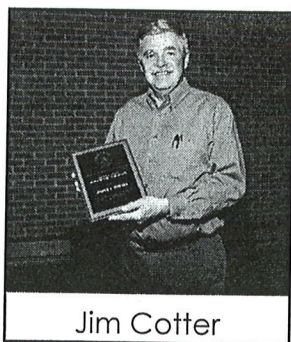
"The candidate has gained the respect of administrators, faculty, colleagues in the office, student workers and students through kindness, caring and support. I have often characterized the candidate as the "Will Rogers" of our time. There has never been a person the nominee did not like".

"The nominee has managed to convey a genuine positive regard to each person they supervise and win total respect from all. There is no one in the department who would not do everything possible to assist the nominee in any way. The nominee has developed stronger cohesion within the unit and with faculty members who work closely with our unit".

Mr. Cotter received a plaque, a \$500 stipend, and a one-year membership to UNOPA.

Nominees for the award were:

- James J. Cotter, Teachers College Student Services Center
- Thomas W. Crawford, INTSORMIL
- Jesse J. Hock, Printing Services
- Gregory L. Maguire, Department of Housing
- William J. Seiler, Department of Communication Studies
- Daniel M. Shattil, Daily Nebraskan
- Cheryl J. Wiese, Bureau of Sociological Research



Jim Cotter

### UNOPA Celebrates 40 Years by Carol Bom, President Elect of UNOPA

This year, the University of Nebraska Office Personnel Association (UNOPA) is celebrating its 40th anniversary. A committee was formed to plan a program and to research the archives at Love Library. Jan Wassenberg is the committee chair with members including Sandy Lineberry, Linda Arnold, Jan Schinstock and Carol Bom.

UNOPA was formed after Rose Frolik and Ruth Nuss attended a national conference in Emporia, Kansas in the summer of 1962. NAEOP was actually named NAES in 1962 – National Association of Educational Secretaries. UNOPA had its first informational meeting in October of 1962. Perspective names voted on at the January meeting included "Husker Association of Educational Secretaries" with the newsletter possibly called "Husker Highlights."

Rose Frolik worked closely with Mrs. Virginia Herrod, who was an organizer for the LPS group. The annual dues were \$1.00 – compared to \$9.00 today – not much inflation, really, when you consider a loaf of bread was 35 cents in 1962 and is \$1.39 or more today!

In January of 1963, UNOPA members voted on its name and made the choice that we have kept to this day. Our first president was Rose Frolik; Vice President, Ruth Nuss; Treasurer, Nelsine Scofield; Corresponding Secretary, Peggy Wagner and Recording Secretary, Ruth Hutchins.

This year, our UNOPA Notes editor, Judy Anderson, is including historical excerpts from the first three years of the UNOPA Notes publication. This has been a great learning experience for our members, as we learn about the caring, committed ladies who laid the foundation for what UNOPA is today.

On the evening of February 21, 2003, we will have our 40th anniversary celebration at the East Campus Union on UNL's East Campus. Past Presidents will be invited as well as some supporters of UNOPA on campus. Nelsine Scofield, a 40 year lifetime member, will give a brief talk. We will celebrate 40 years of activities on campus with our members and show the positive effects we have had on the UNL campus. Today, UNOPA has a strong voice on the UNL campus and represents the office personnel professionally and with compassion.

*Congratulations Mr. Cotter.*



## News Around the State Continued

### LPSAOP News:

Here it is December already, and we are into the second quarter of the school year. Whew, time flies when you're having fun, doesn't it? We have had a very busy beginning to the year.

LPSAOP started off the year on September 24<sup>th</sup> with the Fall Get-Together hosted by the members at Southeast High School, with Jan Sorenson as committee chair. It was awesome! I know that everyone who attended enjoyed themselves thoroughly. I know I did!!! We opened with the first General Meeting, then moved on to a fantastic supper, catered by Millroad Coffee House, from Crete. We were then entertained by Rave Revue, a Sweet Adeline's quartet. All the door prizes had to do with apples and there were plenty of them. I want to thank Jan and her committee again, for doing such a great job. I appreciate all your hard work!

On October 17 & 18, 24 LPSAOP members traveled to Kearney for the Fall State Conference. It was held at the Ramada Inn. The conference began Thursday evening with a social. We started with a potato bar supper, afterwards several members shared the history of tating and tried to teach us how. Some of the group caught on and some didn't. It was fun trying though. Friday morning started at 8:00 with registration and coffee and rolls. We had 5 awesome speakers throughout the day and a State business meeting. The day ended with the announcement of the winners for both the silent auctions and the basket raffle. It was a very good conference packed with information and friendship.

The following day, Saturday, October 19<sup>th</sup> the Annual LPSAOP Auction was held. The auction committee worked very hard gathering items from local businesses and getting donations from our members. We had a wide variety of items to auction off, about 140 in all. Our auctioneer was our own Lisa Morehouse; she did a fantastic job! We raised \$2450. What a fantastic auction! This money goes to support the two scholarships that our association awards in the spring. They are the Dianne Grieser Memorial Scholarship and the LPSAOP Award Scholarship. Again, thank you to all who helped by donating items, cash, time or who attended the auction and bid on items.

Thursday, October 31<sup>st</sup>, Lincoln Public Schools Staff Development was held for Office Professionals and Technicians at our newest high school, Southwest. We started the day with a tour of the building, then we had speakers from the different LPS departments for information and question & answer time.

I also want to mention several upcoming events. Central Area Professional Development Day will be held in Blue Springs, Missouri on February 14 & 15. The Winter Tea will be held at Southwest, possibly in February, so keep February open on your calendar for a fun filled month!

I am wishing each and every one of you a safe, happy and healthy Holiday Season!!!

Carol Reed  
LPSAOP President



*Supporting the Core of Education*



### WEOPA News:

The Wayne State Educational Office Professionals Association has a great year started already! There have been so many members interested in PSP that we plan to have Jeanne Andelt come help us with the documents at our November meeting. Future meetings will be held at newly renovated areas across campus: TV/Radio Dept., Ramsey Theatre, and the Museum of Natural Sciences. We end the year finishing our own project - renovating an existing fountain on campus and creating a park setting around it: with berms, trees, shrubs, flowers and brickwork. Our members have jumped at the chance to get "down and dirty" so we can have it completed by next summer!

#### Officers:

Jeanne Ann Kardell	President
Lois Nuernberger	Vice President
Carol Marsh	Secretary
Linda Teach	Treasurer
Denise Mostek	Historian

Wishing a great year to all!  
Jeanne Ann Kardell  
WEOPA President



**Wayne State Fountain Area**



# NEOPA Membership List 2002 - 2003

N/L	LAST NAME	FIRST	PSP	LOCAL	ADDRESS	CITY, STATE, ZIP	E-MAIL	HOME PHONE	WORK PHONE
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# NEOPA Membership List 2002 - 2003

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# NEOPA Membership List 2002 - 2003

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# NEOPA Membership List 2002 - 2003

N/L	LAST NAME	FIRST	PSP	LOCAL	ADDRESS	CITY, STATE, ZIP	E-MAIL	HOME PHONE	WORK PHONE
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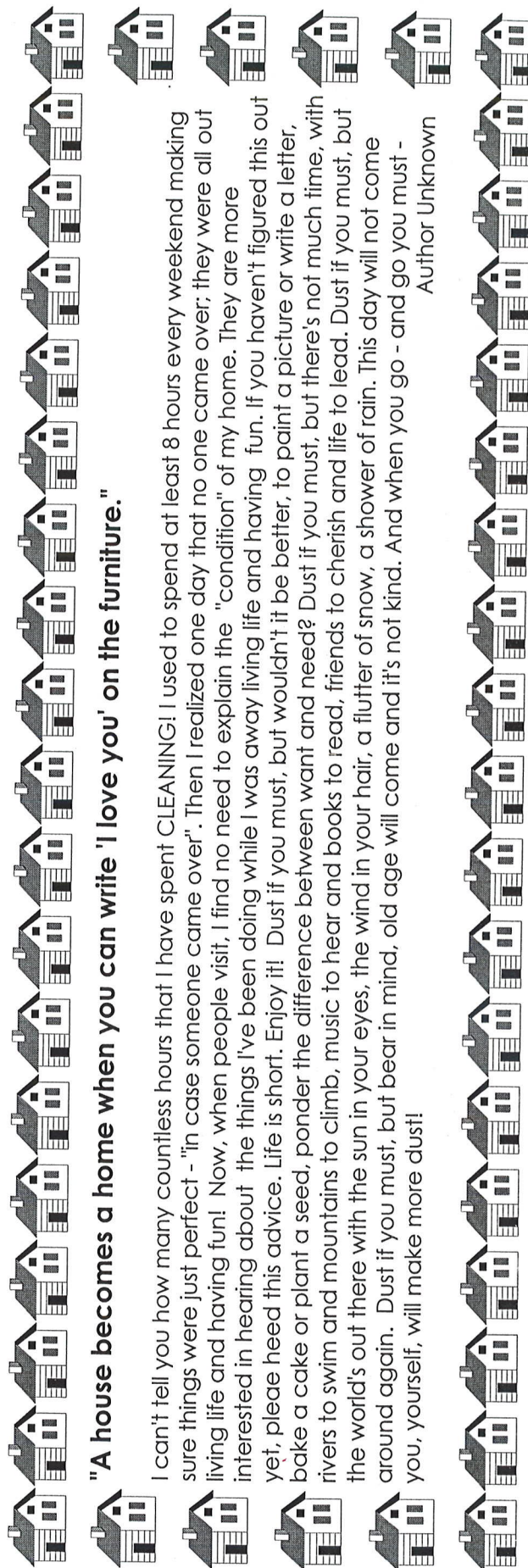
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L Schardt	Audrey		CEOE	LIFE	1130 H St #408	Lincoln NE 68508	as31844@alltel.net	402-475-0124	402-471-4732

## HONORARY MEMBERS

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Fankell	Jean	1996	CEOE	630 Saturn Ln NE	Bremerton WA 98311
Fleming	Patricia (Pat)	2001	CEOE	2 Dulaney Gate Ct	Cockeysville MD 21030
Fulton	Ginny			4850 Harvard Ln	Denver CO 80222
Mettscher	Martha			2421 19 St	Great Bend KS 67530
Priest Chisholm	Jean			Box 99516	Tacoma WA 98499
Ritchie	Olive T		CEOE	4003 Sharon Ct	Richmond VA 23225
Sexton	Elizabeth (Liz)	1994	CEOE	136 Carriage Way Dr	Burr Ridge IL 60521
Spencer	Carol			RR 2	Shelbina MO 68468
Valentine	Fulton, Vivian			4023 Poplar Springs Dr	Meridian MS 39301

N=New Member L=Life Member



## "A house becomes a home when you can write 'I love you' on the furniture."

I can't tell you how many countless hours that I have spent CLEANING! I used to spend at least 8 hours every weekend making sure things were just perfect - "in case someone came over". Then I realized one day that no one came over; they were all out living life and having fun! Now, when people visit, I find no need to explain the "condition" of my home. They are more interested in hearing about the things I've been doing while I was away living life and having fun. If you haven't figured this out yet, please heed this advice. Life is short. Enjoy it! Dust if you must, but wouldn't it be better, to paint a picture or write a letter, bake a cake or plant a seed, ponder the difference between want and need? Dust if you must, but there's not much time, with rivers to swim and mountains to climb, music to hear and books to read, friends to cherish and life to lead. Dust if you must, but the world's out there with the sun in your eyes, the wind in your hair, a flutter of snow, a shower of rain. This day will not come around again. Dust if you must, but bear in mind, old age will come and it's not kind. And when you go - and go you must - you, yourself, will make more dust!

Author Unknown